

AMENDED AGENDA
Notice of Meeting of the Dodge County Board of Supervisors

There will be a meeting of the Dodge County Board of Supervisors on **Tuesday, August 20, 2013**, at **7:00 PM** in the County Board Room located on the fourth floor of the Administration Building, located at 127 East Oak Street, Juneau, Wisconsin.

The Agenda for the Meeting is as follows:

Call to Order by Russell Kottke, County Board Chairman

Pledge of Allegiance

Roll Call

Approve Minutes from July 16, 2013, County Board Session

Communications on File:

Special Orders of Business:

Confirm Appointments made by County Administrator:

1. Appoint Maryann Miller to fill a vacancy on the Aging and Nutrition Advisory Committees. Her term will expire on July 1, 2016.

Confirm Appointments made by County Board Chairman:

1. Appoint Sheriff Patricia Ninmann to fill a vacancy on the Land Information Council. Her term will expire on April 29, 2014.
2. Re-appoint Harold Johnson and Richard Greshay to the Waste Management Standing Committee.

Resolutions on File:

- 13-16 Approve Agreement Entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement" – Executive Committee.
- 13-17 Amend Town of Herman Zoning Ordinance – Bernard & Cynthia Wolf Property – Supervisor Kriewald.
- 13-18 Contingent Appropriation Transfer - \$31,131.00 – Purchase 2013 Ford Super Duty Pickup and Salter and Receiver Mount – Building Committee.
- 13-19 Authorize Purchase of 2013 John Deere Dozer – Highway Committee.
- 13-20 Abolish One Funded, 0.4 Full-Time Benefited Position of Accountant and Create One, Benefited, Full-Time Position of Accountant at Clearview – Health Facilities Committee.
- 13-21 Abolish IT Manager/Project Administrator, Technical Support Specialist, Network Technicians and Systems Analyst Positions and Create IT Trainer-Social Media Coordinator, Technical Services Specialist – Lead, Database Administrators and Network Administrator Positions – Information Technology Committee.**

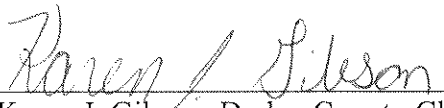
Claim Against Dodge County:

1. A claim by Barbara Lanter for money damages in the amount of \$539.41, for costs to repair a 2012 Ford Focus automobile, was received in the Office of the Dodge County Clerk on July 11, 2013. The claim arises from an incident that is alleged to have occurred on July 8, 2013, at or about 4:00 p.m., wherein Tom Snopek was operating a 2012 Ford Focus automobile owned by Barbara Lanter on CTH A between CTH W and STH 33 in the Town of Oak Grove, Dodge County, Wisconsin. Ms. Lanter alleges that she witnessed the following:
 1. Tom Snopek operated a 2012 Ford Focus automobile owned by her on CTH A between CTH W and STH 33 in the same area in which, and near the same time at which, a truck owned and operated by the Dodge County Highway Department was traveling, and stones fell off the truck and collided with the hood of the automobile and caused dents and scratches on the hood of the automobile; and,
 2. It will cost \$539.41 to repair the dents and scratches on the hood of the automobile.

Photocopies of the claim documents are on file in the Office of the County Clerk and may be viewed there during normal business hours.

Set Next Meeting Date & Time

Recess



Karen J. Gibson, Dodge County Clerk

Any person wishing to attend who, because of a disability, requires special accommodation, should contact the Dodge County Clerk's Office at (920) 386-3600, at least 24 hours before the scheduled meeting time so appropriate arrangements can be made. The building entrance which is accessible by a person with a disability is located on the east side of the building off of Miller Street.

Any invocation that may be offered before the official start of the Board meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Board. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Board, and the Board does not endorse the religious beliefs or views of this, or any other speaker.

Dodge County Board of Supervisors
July 16, 2013 - 7:00 p.m.
Administration Building - Juneau, Wisconsin

The June session of the Dodge County Board of Supervisors was called to order by Chairman Russell Kottke at 7:00 p.m.

The Board rose to say the Pledge of Allegiance.

Roll call was taken by the Clerk with all Supervisors in attendance with exception of Supervisors David, Duchac and Maly who had previously asked to be excused.

A motion was made by Supervisor Mattson and seconded by Supervisor Fabisch to approve the minutes of the June 18, 2013, session of the County Board meeting as recorded, and dispense with the reading of the minutes. The motion passed by acclamation with no negative votes cast, and was so ordered by the Chairman.

Communications on File:

The Clerk noted there were no communications on file, but did note there was an Amended Agenda placed on each of the Supervisor's desks.

Special Orders of Business:

The Chairman called the First Special Order of Business: Confirm appointments made by County Administrator, James Mielke. Re-appoint Armin Reichow and Harold Hicks to the Board of Adjustment for three year terms commencing July 1, 2013 to July 1, 2016, both inclusive. A motion to accept the re-appointments was made by Supervisor Grebel and seconded by Supervisor Nelson. The motion passed by acclamation with no negative votes cast, thereby confirming the re-appointments.

Mr. Mielke then appointed Sue Smith to fill the unexpired term of Deborah Bissonnette on the Mid-Wisconsin Federated Library System Board. Her term will expire on December 31, 2015. A motion to accept the appointment was made by Supervisor Miller and seconded by Supervisor Mattson. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

Mr. Mielke then appointed Judy Patenaude to fill a vacancy on the Aging and Disability Resource Center Governing Board. Her term will expire on July 14, 2015. A motion to accept the appointment was made by Supervisor Hoelzel and seconded by Supervisor Stousland. The motion passed by acclamation with no negative votes cast, thereby approving the appointment.

The following Resolutions and Reports were read by the Clerk and acted upon by the Board.

Resolution No. 13-9 Authorize Sale of the Highway Maintenance Facility located at 853 Horicon Street, Mayville, WI – Highway Committee. A motion for adoption was made by Supervisor Schmitt and seconded by Supervisor Johnson. Questions by Supervisors Marose, Muche, Ballweg, Frohling and Adelmeyer answered by Chairman Kottke and John Corey, Corporation Counsel. Comment by Supervisor Schmitt. Supervisor Ballweg made a motion "to amend Resolution 13-9 by substitution of the words will offer for has offered in paragraph four". Seconded by Supervisor Adelmeyer. A voice vote was cast with all voting in the affirmative, thereby adopting the motion to amend. No further questions or comments on the Resolution as amended. The vote was then cast on the Resolution as amended with all voting in the affirmative, thereby adopting the Resolution as amended.

Resolution No. 13-10 Approve Agreement and Quit Claim Deed Regarding Property in the City of Mayville – Taxation Committee. A motion for adoption was made by Supervisor Marose and seconded by Supervisor Berres. Questions by Supervisors Muche and Berres, answered by John Corey, Corporation Counsel. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Resolution No. 13-11 Approve the Participation of Dodge County in the Six-County Madison Region Economic Development District through the Economic Development Administration – Planning, Development & Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Schaefer. Questions by Supervisors Gohr, Grebel, Pollesch, Schmitt, Ballweg and Berres answered by Dean Perlick, Manager of Planning and Economic Development and Paul Jadine, President of the Madison Region Economic Partnership. The vote was cast with 22 ayes, 7 noes and 1 abstention, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Nelson, Marsik, Greshay, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Gunderson, Bischoff, Caine, Behl, Frohling, Marose, Layman, Fabisch, Miller, Stousland, Ballweg, Mattson. Total 22.

Noes: Bobholz, Schmitt, Grebel, Gohr, Johnson, Berres, Hoelzel. Total 7.

Abstention: Houchin. Total 1.

Absent: David, Duchac, Maly. Total 3.

Resolution No. 13-12 Authorize the Finance Director to transfer \$50,000.00 from Sales and Use Tax Receipts to Sheriff Administration, Computer Equipment to Pay for Computer Software, Maintenance and Training Services from New World Systems – Law Enforcement and Information Technology Committees. A motion for adoption was made by Supervisor Miller and seconded by Supervisor Borchardt. Question by Supervisor Marose answered by Scott Smith, Chief Deputy Sheriff and James Mielke, County Administrator. Supervisors Mattson, Schmitt and Ballweg comment. Supervisor Ballweg made a motion “to amend Resolution 13-12 to substitute unassigned General Fund Business Unit 100.3429 for Sales and Use Tax Receipts Accounted for in Business Unit 1491, Taxes, Taxes Interest and Penalty.” Seconded by Supervisor Miller. The vote was cast with 24 ayes and 6 noes, thereby adopting the motion to amend.

Ayes: Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Muche, Gohr, Johnson, Gunderson, Bischoff, Caine, Berres, Houchin, Marose, Layman, Hoelzel, Fabisch, Miller, Stousland, Ballweg, Mattson. Total 24.

Noes: Pollesch, Schaefer, Borchardt, Adelmeyer, Behl, Frohling. Total 6.

Absent: David, Duchac, Maly. Total 3.

The vote was then cast on the resolution as amended with 29 ayes and 1 noe, thereby adopting the Resolution as amended.

Ayes: Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Schaefer, Borchardt, Muche, Gohr, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, Houchin, Frohling, Marose, Layman, Hoelzel, Fabisch, Miller, Stousland, Ballweg, Mattson. Total 29.

Noes: Adelmeyer. Total 1.

Absent: David, Duchac, Maly. Total 3.

Resolution No. 13-13 General Fund Transfer - \$395,331.00 – Undertake and Complete the Switch Removal and Replacement Project – Information Technology Committee. A motion for adoption was made by Supervisor Houchin and seconded by Supervisor Bobholz. Questions by Supervisors Marose, Berres and Grebel answered by Ruth Otto, Information Technology Director. The vote was cast with 29 ayes and 1 noe, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Gohr, Johnson, Gunderson, Bischoff, Caine, Behl, Houchin, Frohling, Marose, Layman, Hoelzel, Fabisch, Miller, Stousland, Ballweg, Mattson. Total 29.

Noes: Berres. Total 1.

Absent: David, Duchac, Maly. Total 3.

Resolution No. 13-14 Authorize Purchase of Used Motor Grader – Highway Committee. A motion for adoption was made by Supervisor Johnson and seconded by Supervisor Caine. Questions by Supervisor Frohling, Ballweg, Houchin, Greshay, Gohr and Bobholz answered by Supervisor Johnson and Peter Thompson, Assistant Highway Commissioner. Supervisors Schmitt, Marsik, and Caine comment. The vote was cast with 28 ayes, 1 noe, and 1 abstention, thereby adopting the Resolution.

Ayes: Pollesch, Kottke, Bobholz, Nelson, Schmitt, Marsik, Grebel, Greshay, Kriewald, Schaefer, Borchardt, Adelmeyer, Muche, Johnson, Gunderson, Bischoff, Caine, Behl, Berres, Houchin, Marose, Layman, Hoelzel, Fabisch, Miller, Stousland, Ballweg, Mattson. Total 28.

Noes: Frohling. Total 1.

Abstention: Gohr. Total 1.

Absent: David, Duchac, Maly. Total 3.

Resolution No. 13-15 Speed Zone Declaration – County Road L – Highway Committee. A motion for adoption was made by Supervisor Grebel and seconded by Supervisor Berres. Question by Supervisor Frohling answered by Supervisor Johnson and Peter Thompson, Assistant Highway Commissioner. The vote was cast with all voting in the affirmative, thereby adopting the Resolution.

Supervisor Caine was excused at 8:12 p.m.

Report No. 1 Ordinance No. 907 – Amend Land Use Code – Donald & Shirley Clough and David & Mari Lynn Katsma Property – Section 5, Town of Oak Grove – Planning, Development & Parks Committee. A motion for adoption was made by Supervisor Schaefer and seconded by Supervisor Grebel. Supervisor Grebel comments. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Report No. 2 Ordinance No. 908 – Amend Comprehensive Plan – Jerome Becker Property - Town of Lebanon – Planning, Development & Parks Committee. A motion for adoption was made by Supervisor Behl and seconded by Supervisor Frohling. No questions or comments. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

Report No. 3 Ordinance No. 909 – Amend Land Use Code – Daniel Ritger Property – Section 14, Town of Trenton – Planning, Development & Parks Committee. A motion for adoption was made by Supervisor Muche and seconded by Supervisor Schaefer. No questions or comments. The vote was cast with all voting in the affirmative, thereby adopting the Report and Ordinance.

The Clerk noted the following items had been placed on the Supervisor's desks, the Dodge County Lens, Memorandum from the County Administrator, James Mielke, and a Memorandum from the Chief Deputy Sheriff, Scott Smith. The Chairman ordered these be placed on file.

At 8:20 p.m. Supervisor Frohling made a motion to recess until August 20, 2013 at 7:00 p.m. Supervisor Houchin seconded the motion. The motion passed by acclamation, with no negative votes cast, and was so ordered by the Chairman.

Disclaimer: The above minutes may be approved, amended or corrected at the next meeting.

**Summary of the Advanced Disposal Services
Glacier Ridge Landfill Negotiated Agreement**

1. This Summary was prepared on August 12, 2013, by John F. Corey, Dodge County Corporation Counsel, for distribution to all Members of the Dodge County Board of Supervisors, in connection with Resolution No. 13-16, which will be considered by the Dodge County Board of Supervisors on August 20, 2013.
2. The Agreement is by and between Advanced Disposal Services Glacier Ridge Landfill, LLC, a Wisconsin Limited Liability Company (Advanced Disposal Services), the Town of Williamstown, the Town of Hubbard, Dodge County, and the City of Mayville.
3. The final negotiated Agreement is the product of a negotiation process conducted pursuant to Section 289.33(9), of the *Wisconsin Statutes*. The Agreement was negotiated by the Landfill Negotiating Committee which was established pursuant to Section 289.33(7), of the *Wisconsin Statutes*, and Advanced Disposal Services. The Landfill Negotiations Committee consisted of 4 representatives from the Town of Williamstown, 4 representatives from the Town of Hubbard, 2 representatives from Dodge County, and 4 representatives from the City of Mayville.
4. The Agreement is intended to supersede a prior Agreement among the parties, known as the “Onyx Glacier Ridge Landfill Negotiated Agreement – 2005”, which addressed the prior expansion of the Active Fill Area of the Solid Waste Facility, commonly referred to as the “Southern Expansion.” The Agreement is in response to a further expansion of the Active Fill Area of the Solid Waste Facility, commonly referred to as the “Southeast Expansion.”
5. Terms of the Agreement most relevant to Dodge County are:
 - A. Vehicle access to and from the Solid Waste Facility by Advanced Disposal Services shall be on STH 33, STH 67, CTH V, and Raasch’s Hill Road.
 - B. Dodge County shall be responsible for maintenance of the portion of CTH V north of STH 33 to the City of Mayville. Advanced Disposal Services shall reimburse Dodge County for the cost of such maintenance.
 - C. Advanced Disposal Services shall:
 - i. Indemnify and hold harmless Dodge County for and from any obligation to pay cleanup or remediation costs that Dodge County may suffer as a result of a claim against Dodge County arising from the Solid Waste Facility.
 - ii. Name Dodge County as an additional insured on a pollution liability insurance policy in a face amount of not less than \$20 million per claim, and in the aggregate, and on other insurance policies.
 - iii. Pay Dodge County a one-time lump sum amount of \$352,000 as reimbursement to the County for the cost of rehabilitating and repaving CTH V from STH 33 to the City of Mayville.
 - iv. Continue to make an annual payment to Dodge County for the County’s “Clean Sweep” program. The amount of the 2012 payment was \$14,018.17.
 - v. Provide free disposal privileges to the Dodge County Highway Department for solid waste generated and delivered to the Solid Waste Facility by the Dodge County Highway Department through the Highway Department’s roadside trash collection efforts, not to exceed 300 tons per year.

RESOLUTION NO. 13-16

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, Advanced Disposal Services Glacier Ridge Landfill, LLC, a Wisconsin Limited Liability Company, has proposed to expand its mixed municipal solid waste landfill facility located in the Town of Williamstown, the Town of Hubbard, and the City of Mayville, Dodge County, Wisconsin; and,

WHEREAS, the local committee and Advanced Disposal Services Glacier Ridge Landfill, LLC, have negotiated with respect to the proposed expansion of the landfill facility; and,

WHEREAS, the results of these negotiations have been set forth in a written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement," a photocopy of which written agreement has been filed in the Office of the Dodge County Clerk, and may be reviewed there during normal business hours; and,

WHEREAS, the local committee recommends that the Dodge County Board of Supervisors approve the written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement;"

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby approves the written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement," a photocopy of which written agreement has been filed in the Office of the Dodge County Clerk; and,

BE IT FINALLY RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Chairman of the Dodge County Board of Supervisors and the Dodge County Clerk to sign the written agreement entitled "Advanced Disposal Services Glacier Ridge Landfill Negotiated Agreement."

All of which is respectfully submitted this 20th day of August, 2013.


Dodge County Executive Committee:



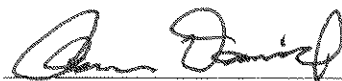
Russell Kottke




David Frohling



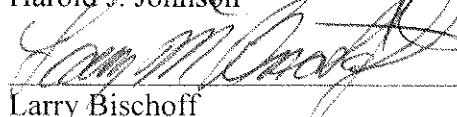
Ernest Borchardt



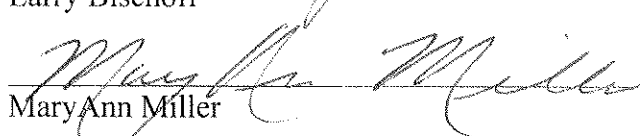
Aaron David



Harold J. Johnson



Larry Bischoff



Mary Ann Miller

RESOLUTION # 13-17

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

MEMBERS:

WHEREAS, Dodge County, a Body Corporate under the laws of the State of Wisconsin, had adopted a comprehensive zoning ordinance which is in full force and effect, and

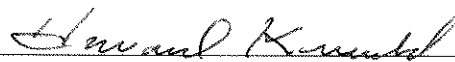
WHEREAS, the Town Board of the Town of Herman has adopted a Town Zoning Ordinance for said town, the power to adopt a Town Zoning Ordinance having been granted by a referendum vote of the electors of the Town of Herman held at the time of a regular annual town meeting, and

WHEREAS, pursuant to Section 60.62(3) of the Wisconsin Statutes adoption and amendment of a town zoning ordinance by a town board is subject to approval of the county board in counties having a zoning ordinance in force and effect, and

WHEREAS, a public hearing as to the proposed amendments to the Town Zoning Ordinance of the Town of Herman was held by the Town Plan Commission on May 21, 2013 having been adopted by the Town Board of the Town of Herman on May 21, 2013,

THEREFORE BE IT RESOLVED, that the revised Town Zoning Ordinance of the Town of Herman as represented by "Exhibit A" attached to and made a part of this resolution be and hereby are approved, by the Board of Supervisors of Dodge County, Wisconsin.

All of which is respectfully submitted this 23rd day of July, 2013.



Howard Kriewald, Supervisor


REPORT to Res. 13-17

TO THE HONORABLE DODGE COUNTY BOARD OF SUPERVISORS

We the Dodge County Planning, Development and Parks Committee, hereby report favorably on the petition of Bernard and Cynthia Wolf requesting amendment of the Zoning Ordinance, Town of Herman, Dodge County, Wisconsin, to rezone approximately 38.759-acres of land from an A-2 General Agriculture Zoning District to an A-1 Farmland Preservation Zoning District in part of the NE ¼, SE ¼, Section 13, T11N, R17E, Town of Herman and recommend approval of the resolution submitted by the Town of Herman for this rezoning petition.

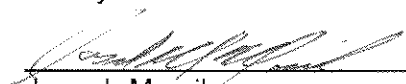
The committee has reviewed the rezoning petition in accord with s. 60.62(3) Wisconsin Statutes and finds the Town has followed the proper procedures in the Town Zoning Ordinance in order to rezone the property.

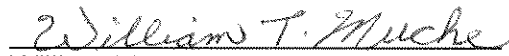
Respectfully submitted this 20th day of August, 2013


Tom Schaefer


Allen Behl


Randy Grebel


Joseph Marsik


William Muche

Planning, Development and Parks
Committee

**Bernard & Cynthia Wolf
Town of Herman, Sec. 13**



RESOLUTION NO. 13-18

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS:

WHEREAS, the Dodge County Building Committee has determined it to be in the best interests of Dodge County to purchase vehicles pursuant to the provisions of the State of Wisconsin Contract (Bid No. 27588-DW) for the purchase of state and municipal vehicles; and,

WHEREAS, Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin, has been awarded the State of Wisconsin Contract (Bid No. 27588-DW) for the purchase of state and municipal vehicles; and,

WHEREAS, Ewald Automotive Group, Inc., has submitted a proposal in the amount of \$29,632 for the purchase of one new 2013 Ford Super Duty F-250 pickup truck with V-Plow at a purchase price of \$29,632; and,

WHEREAS, Moose's 4X4 Recreation Center, 5871 Hwy 60 East, Hartford, WI 53027, has submitted a proposal in the amount of \$1,499 for the purchase and installation of one new salter and receiver mount at a purchase price of \$1,499; and,

WHEREAS, no funds have been budgeted in the 2013 Physical Facilities Department Budget to pay for the cost to purchase one new 2013 Ford Super Duty pickup truck with V-Plow and for the purchase and installation of one new salter and receiver mount, but there are funds in Business Unit 1390, Contingent Appropriation, Account No. 1390.5931, General Contingency, in the amount of \$31,131, available for transfer and sufficient to purchase one new 2013 Ford Super Duty F-250 pickup truck with V-Plow and to purchase one new salter and receiver mount, including installation;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby authorizes the Dodge County Physical Facilities Department to purchase from Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin, one new 2013 Ford Super Duty F-250 pickup truck with V-Plow at a purchase price of \$29,632; and,

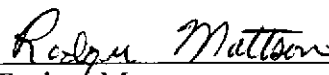
BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby authorizes the Dodge County Physical Facilities Department to purchase from Moose's 4X4 Recreation Center, 5871 Hwy 60 East, Hartford, WI 53027, one new salter and receiver mount, including installation, at a purchase price of \$1,499; and,

BE IT FURTHER RESOLVED, that the Dodge County Board of Supervisors hereby authorizes and directs the Dodge County Finance Director to transfer funds in an amount not to exceed \$31,131 from Business Unit 1390, Contingent Appropriation, Account No. 1390.5931, General Contingency, to Business Unit 1901, County Buildings, Account No. 5811, Automotive Equipment, to be used to pay for the cost to purchase one new 2013 Ford Super Duty F-250 pickup truck with V-Plow and for the purchase and installation of one new salter and receiver mount; and,

BE IT FINALLY RESOLVED, that upon presentation to the Dodge County Clerk of an invoice properly approved by the Dodge County Administrator in an amount not to exceed \$29,632, representing the purchase of one new 2013 Ford Super Duty F-250 pickup truck with V-Plow from Ewald Automotive Group, Inc., of Oconomowoc, Wisconsin, and an invoice in an amount not to exceed \$1,499, representing the purchase and installation of one new salter and receiver mount from Moose's 4X4 Recreation Center, the County Clerk is hereby authorized to draw orders upon the Dodge County Treasurer for payment of such invoices, and that funds for payment of such invoices shall be taken from Business Unit 1901, County Buildings, Account No. 5811, Automotive Equipment, to be used to pay for the cost to purchase one new 2013 Ford Super Duty F-250 pickup truck with V-Plow and for the purchase and installation of one new salter and receiver mount.

All of which is respectfully submitted this 20th day of August, 2013.

Dodge County Building Committee:



Rodger Mattson

Clem Hoelzel

Paul Marose

Chester Caine

Ed Nelson

FINANCE COMMITTEE REPORT

REGARDING RESOLUTION NO. 13-18 – Contingent Appropriation Transfer - \$31,131 For 2013 Ford Super Duty Truck and Salter and Receiver

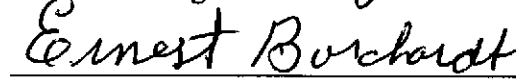
The Finance Committee reports that:

1. There ☒ **are**, ☐ **are not** sufficient funds available from the source described in the resolution;
2. The expenditure of funds in the amount and from the source described in the resolution ☐ **will**, ☒ **will not** impair either the short-term or the long-term financial condition of Dodge County;
3. In making this report, the Finance Committee makes no implication to the County Board that the Finance Committee is either in favor of or opposed to the expenditure of funds in the amount, for the purpose, and from the source, described in the resolution; and,
4. In making this report, the Finance Committee does not want the County Board to make any inference that the Finance Committee is either in favor of or opposed to the expenditure of funds in the amount, for the purpose, and from the source, described in the resolution.


Dated this 20th day of August, 2013.



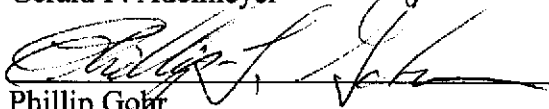
David Frohling



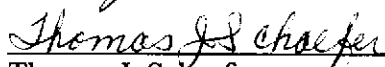
Ernest Borchardt



Gerald F. Adelmeyer



Phillip Gohr



Thomas J. Schaefer

DODGE COUNTY FINANCE COMMITTEE

RESOLUTION NO. 13-19
AUTHORITY TO PURCHASE A NEW DOZER

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN

Members:

WHEREAS, it is the opinion of the Highway Committee that a dozer should be purchased to meet the Department's needs, and

WHEREAS, the Department has sought quotations for the purchase of a dozer, and

WHEREAS, the following quotations for a new 2013 dozer were received:

Brooks Tractor Inc.	John Deere 450J	\$74,375.00
Brooks Tractor Inc.	John Deere 450J	80,885.00
Miller-Bradford & Risberg	Case 650L LT	\$77,000.00
FABCO Equipment, Inc.	Caterpillar D3K2XL	\$80,300.00
Aring Equipment Company	Dressta TD8R	\$100,000.00

WHEREAS, it is the opinion of the Highway Committee that the John Deere 450J dozer in the amount of \$74,375.00 from Brooks Tractor will meet the Highway Department's needs, and

WHEREAS, such authority to purchase must be granted by the County Board of Supervisors in accordance with Resolution No. 09-15 adopted at the May 19, 2009 County Board Session.

THEREFORE BE IT RESOLVED, the Highway Committee is hereby authorized to purchase the 2013 John Deere 450J dozer from Brooks Tractor of Sun Prairie, Wisconsin, for a cost of \$74,375.00, and

THEREFORE BE IT FURTHER RESOLVED, the cost is to be charged to Acquisition of Capital Assets, Account Number 3281.

All of which is respectfully submitted.

Dated at Juneau, Wisconsin, this 20th day of August, 2013.


Vote on Foregoing Resolution

Ayes _____ Noes _____ Absent _____

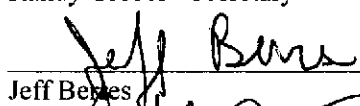
RESOLUTION

COUNTY CLERK


Harold J. Johnson - Chairman


Chester Caine - Vice Chairman


Randy Grebel - Secretary


Jeff Beres


Jeffrey C. Schmitt
DODGE COUNTY HIGHWAY COMMITTEE

RESOLUTION NO. 13-20

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Health Facilities Committee has studied and analyzed staffing needs at Clearview Long Term Care and Rehabilitation (Clearview); and,

WHEREAS, as a result of these studies and analyses, the Health Facilities Committee has formed the considered conclusion that one filled, funded, 0.4 full-time equivalent, benefited position of *Accountant* at Clearview should be abolished, effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator, and that one new, benefited, full-time position of *Accountant* at Clearview should be created, effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator; and,

WHEREAS, a job description for the position of *Accountant* has been marked for identification as Exhibit "A" and has been attached hereto; and,

WHEREAS, a job description for the proposed position of *Accountant* has been marked for identification as Exhibit "B" and has been attached hereto; and,

WHEREAS, it is reasonably anticipated that monies will be appropriated in the 2014 Budget of Clearview sufficient to fund the proposed position of *Accountant* for the period of time commencing on January 1, 2014, and ending on December 31, 2014, both inclusive;

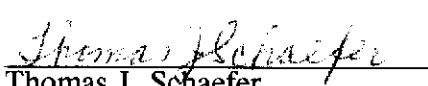
SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes one filled, funded, 0.4 full-time equivalent, benefited position of *Accountant* at Clearview Long Term Care and Rehabilitation (Clearview), effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator, and hereby creates one new, benefited, full-time position of *Accountant* at Clearview, effective on or about January 1, 2014, the exact effective date to be determined by the Clearview Administrator in the exercise of the sole discretion of the Clearview Administrator.

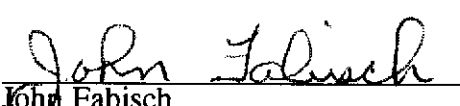
All of which is respectfully submitted this 20th day of August, 2013.

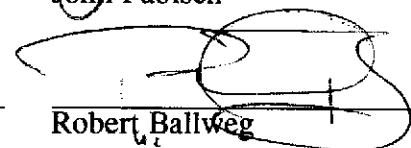
Dodge County Health Facilities Committee:


Larry Bischoff


Jeff Duchac


Thomas J. Schaefer


John Fabisch


Robert Ballweg

DODGE COUNTY JOB DESCRIPTION

2013 Hourly Wage Rate Range: \$24.36 – 33.41

JOB TITLE:	Accountant	FLSA STATUS:	Exempt
DEPARTMENT:	Financial Services	REPORTS TO:	Director Financial Services
LOCATION:	Clearview	DATE:	November 18, 1998
LABOR GRADE:	Management/Non-union: Nine (9)	REVISED:	
OVERALL PURPOSE/SUMMARY			
Under general direction of Director of Financial/Employee Services, prepares financial records and maintains account records.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none"> 1. Prepares financial reports. 2. Prepares payment vouchers. 3. Maintains fixed asset records. 4. Takes trial balances. 5. Reconciles accounts. 6. Responsible for timely bank deposits. 7. Assists residents in conducting financial business as needed. 8. Regular attendance and punctuality required. 9. Performs related duties as may be required or assigned. 			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Thorough knowledge of modern accounting theory and practice.			
Knowledge of modern office practices/procedures.			
Ability to prepare complete accounting reports and statements.			
Ability to operate/maintain computer terminals, printers, and other equipment.			
Ability to understand and effectively carry out instructions.			
Ability to establish and maintain effective public and working relationships.			
EDUCATION AND EXPERIENCE			
Bachelor's degree in Accounting, three (3) years responsible accounting experience using computer automated financial accounting methods, preferably in a governmental setting, or equivalent combination of education and experience which provides necessary knowledge, skills, and abilities.			
WORKING CONDITIONS			
Office environment.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

JOB TITLE:	Accountant	FLSA STATUS:	Exempt
DEPARTMENT:	Financial Services	REPORTS TO:	Director Financial Services
LOCATION:	Clearview	DATE:	November 18, 1998
LABOR GRADE:	Dodge County Eight (8)	REVISED:	8/2/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the Director of Financial Services, performs various accounting functions including maintaining financial and statistical records, assists with annual budget, preparation of cost reports, audit preparation, maintain the fixed asset system, and other financial tasks.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Maintains financial and general ledger system including chart of accounts, business units, and object accounts.
2. Maintains fixed asset system, including general ledger entries for additions, disposals, transfers, and monthly depreciation.
3. Maintains, creates, and edits financial reports in accounting system.
4. Analyzes accounts and reports for accuracy and performs variance analysis.
5. Prepares weekly accounts payable check run. Verifies that invoices are correct and that payments are made timely.
6. Assist accounts receivable with monthly billing, including collections of past due accounts.
7. Assists residents in conducting financial business as needed.
8. Works with Director of Financial Services on annual budget, preparation of cost reports, and audit.
9. Backs up Director of Financial Services with financial approval and contracting for new admissions when director is unavailable.
10. Assists with the Brain Injury and nursing home admission.
11. Regular attendance and punctuality required.
12. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of modern accounting theory and practice.
 Knowledge of healthcare or long term care finance.
 Knowledge of budget preparation and analysis.
 Knowledge of computer systems and software as pertains to healthcare finance.
 Knowledge of Medicare, Medicaid, and health insurance.
 Willingness to follow up with insurance companies and residents on past due balances.
 Ability to prepare and complete accounting reports and statements.
 Ability to make independent decisions and work under minimal supervision.
 Ability to maintain confidentiality of department information.
 Ability to complete projects from start to finish with little guidance or instructions, independent thinker.
 Ability to understand and effectively carry out instructions.
 Ability to establish and maintain effective public and working relationships.

EDUCATION AND EXPERIENCE

Bachelor's degree in Accounting or closely related field, three (3) years responsible accounting experience, preferably in a health care setting. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Office environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

RESOLUTION NO. 13-21

TO THE HONORABLE BOARD OF SUPERVISORS OF DODGE COUNTY, WISCONSIN MEMBERS,

WHEREAS, the Dodge County Information Technology Committee has studied and analyzed staffing needs at the Dodge County Information Technology Department; and,

WHEREAS, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Information Technology Department, effective September 1, 2013:

1. Abolish one filled, funded, full-time, benefited position of *IT Manager/Project Administrator*;
2. Create one full-time, benefited position of *IT Trainer-Social Media Coordinator*;

WHEREAS, as a result of these studies and analyses, the Information Technology Committee recommends that the Dodge County Board of Supervisors abolish and create the following positions in the Information Technology Department, effective January 1, 2014:

1. Abolish one filled, funded, full-time, benefited position of *Technical Support Specialist*;
2. Abolish two filled, funded, full-time, benefited positions of *Network Technician*;
3. Abolish one vacant, funded, 0.5 full-time equivalent, benefited position of *Systems Analyst*;
4. Create one full-time, benefited position of *Technical Services Specialist-Lead*;
5. Create two full-time, benefited positions of *Database Administrator*; and,
6. Create one full-time, benefited position of *Network Administrator*; and,

WHEREAS, a job description for each of the above-listed positions and proposed positions has been marked for identification as Exhibit "A," "B," "C," "D," "E," "F," "G," and "H," respectively, and has been attached hereto; and,

WHEREAS, it is reasonably anticipated that monies will be appropriated in the 2014 Budget of the Information Technology Department sufficient to fund the proposed positions of *IT Trainer-Social Media Coordinator*, *Technical Services Specialist-Lead*, *Database Administrator*, and *Network Administrator*, for the period of time commencing on January 1, 2014, and ending on December 31, 2014, both inclusive;

SO, NOW, THEREFORE, BE IT RESOLVED, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Information Technology Department, effective September 1, 2013:

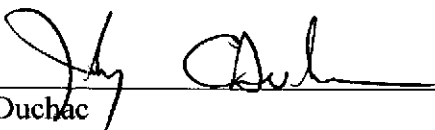
1. Abolishes one filled, funded, full-time, benefitted position of *IT Manager/Project Administrator*; and,
2. Creates one full-time, benefitted position of *IT Trainer-Social Media Coordinator*; and,

BE IT FINALLY RESOLVED, that the Dodge County Board of Supervisors hereby abolishes and creates the following positions in the Dodge County Information Technology Department, effective January 1, 2014:

1. Abolishes one filled, funded, full-time, benefitted position of *Technical Support Specialist*;
2. Abolishes two filled, funded, full-time, benefitted positions of *Network Technician*;
3. Abolishes one vacant, funded, 0.5 full-time equivalent, benefitted position of *Systems Analyst*;
4. Creates one full-time, benefitted position of *Technical Services Specialist-Lead*;
5. Creates two full-time, benefitted positions of *Database Administrator*; and,
6. Creates one full-time, benefitted position of *Network Administrator*.

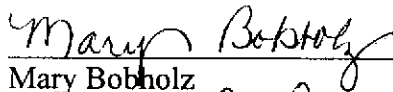
All of which is respectfully submitted this 20th day of August, 2013.

Dodge County Information Technology Committee:



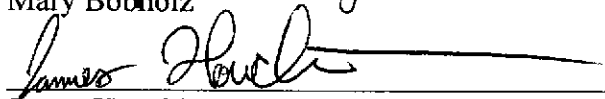
Jeff Duchac

Donna Maly



Mary Bobholz

William Schwartz



James Houchin

DODGE COUNTY JOB DESCRIPTION

2013 Hourly Wage Rate Range: \$32.06 - \$43.97

JOB TITLE:	IT Manager/ Project Administrator	FLSA STATUS:	Exempt
DEPARTMENT:	IT Department	REPORTS TO:	Director, IT
LOCATION:	Administration Building	DATE:	2/4/03
LABOR GRADE:	Dodge County Twelve (12)	REVISED:	9/6/06; 8/8/11; 1/1/13

OVERALL PURPOSE/SUMMARY

Working under the general supervision of the IT Director, this customer-focused leader will serve as an assistant to the IT Director, and will manage the IT Department's call center as well as the key administrator of all IT projects. This position works closely with the County Department Heads to define the levels of service to be provided, and to manage and monitor the department's performance within the parameters of the service level agreement (SLA). This position will assist the IT Director in establishing department priorities and strategies, provide system selection and project administration of IT projects insuring customer service is provided and expectations are met. This position manages the call center, which assures license compliance, version control, adherence to standards, and IT asset inventories. Supervising of all IT staffing personnel in relation to the Call Center and project administration within the IT Department are integral responsibilities to this position.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manages the support functions of the Department, coordinates problem resolution, and monitors support performance, assuring that the service level agreement established for IT is met.
2. In collaboration with the IT Director manages the multiple dynamics of the IT department, including defining and insuring compliance with department policies and procedures, setting priorities and strategies related to technology platforms and enhancements within budgetary parameters for the IT Department and other County departments.
3. In collaboration with the IT Director, interviews candidates, makes staff recommendations to the Director regarding hiring, promotions, disciplines and terminations.
4. Under general direction of the IT Director, coordinates and assists the IT Director with project administration as required to meet timelines and needs of the department.
5. Assists the IT Director with reviewing and monitoring security standards and policies within the parameters of Information Technology.
6. Assists the IT Director with recommending agenda topics, meeting plans, and minutes for the IT Committee and IT Advisory Committee.
7. Manages and insures that proper tools and support infrastructure are in place, including call center functions and systems, IT asset inventories, desktop and server standards, license compliance and version control.
8. Writes and maintains Help Desk procedures and coordinates and manages Call Center for Dodge County Information Technology, including managing of outstanding support requests. Escalates issues according to policy.
9. Develops project plans including tasks to be performed, task estimates regarding timelines, budget costs, available resourcing and vendor participation and target task completion dates.
10. Assists IT Director in coordinating with departments/users in establishing future directions for utilization of existing systems and in the identification of new development projects.
11. Assist the IT Director with budget preparation and execution as needed.
12. Assists the IT Director with purchasing processes as needed.
13. Provides formal and informal call center and project status reports to IT Director as part of management team.
14. In collaboration with the IT Director, identifies skill levels needed to complete assignments and (recommends/assigns) staff accordingly, supervises staff related to Call Center duties, and monitors project performances and activities.
15. Identifies and assesses staff concerns and recommends actions to resolve problems to the IT Director.
16. Conducts system selections with departments. Consults with users to study business problems and determines additional business requirements. Studies alternatives and develops proposals recommending most viable solutions(s) to meet their requirements.
17. Coordinates system and user acceptance testing to insure that the system functions efficiently and accurately as designed and meets the stated user requirements.
18. Initiates and participates in user and IT management's reviews which evaluate the effectiveness of the proposed system in meeting the user's needs within budget and time constraints.
19. Assists IT Director in the recruitment and training of new employees.
20. Adjusts schedules and/or work deadlines.
21. Contributes to staff performance appraisals.
22. Provides management status reports to IT Director.
23. In the absence of the IT Director is responsible for the primary management of IT operations.
24. Regular attendance and punctuality required.
25. Other duties as may be assigned.

JOB SPECIFICATION**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of project management, project estimation, work plan preparation, and project change control.
Knowledge of desktop productivity tools such as Microsoft Office suite.
Knowledge of desktop hardware
Knowledge of vendor standards and procedures
Knowledge of the fundamentals of LAN's.
Knowledge of Help Desk systems, procedures and processes.
Knowledge of system selection and problem solving techniques.
Knowledge of techniques used in establishing and maintaining effective working relationships.
Ability to manage and handle multiple tasks with priority decisions being required daily, train and supervise personnel in an effective and efficient manner.
Ability to answer inquiries/complaints, accurately interpret requests, diagnose problems and explain corrections over the phone with tact and courtesy.
Ability to understand and effectively carry out instructions.
Ability to maintain accurate and complete records, work under pressure and meet deadlines.
Ability to make sound and accurate leadership decisions in a highly fast paced environment.
Ability to organize and maintain scheduling requirements and appropriate documentation associated with same.
Must have good oral and written communications skills and ability to provide outstanding customer service.
Ability to coach and develop staff.

EDUCATION AND EXPERIENCE

Bachelor's degree Information Technology, Finance, Business Administration or related field and/or education/coursework in Information Technology, Finance or Business Administration and five (5) years of experience working in high pressure/high volume technology support and Microsoft platform specifically Office Suite with supporting desktop tools and applications. Prior management experiences in system support and project management and administration, with demonstrated achievement and progressive responsibilities is a requirement. Equivalent combination of education and experience which provides necessary knowledge, skills, and abilities may be considered.

WORKING CONDITIONS

Normal Office environment

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

2013 Wage Rates: \$22.44 - \$30.77

JOB TITLE:	Technical Support Specialist	FLSA STATUS:	Non-exempt
DEPARTMENT:	Information Technology Department	REPORTS TO:	Information Technology Director
LOCATION:	Sheriff's Department	DATE:	07/05/12
LABOR GRADE:	Dodge County Seven (7)	REVISED:	1/1/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the IT Director, is responsible for the daily support, installation, testing, diagnosis, repair and maintenance of database systems, workstation clients, printers, Internet client applications and video devices for Dodge County facilities. This position will have primary responsibility for job duties related to equipment, systems and processes used in the Sheriff's Department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Installs and sets parameters for client based operating systems and application software packages according to IT standards.
2. Coordinates with vendors on troubleshooting, repairing, and connection of data communication lines as appropriate.
3. Diagnoses equipment malfunctions and takes corrective actions.
4. Coordinates vendor preventive maintenance and repair of software and hardware problems, and component replacement.
5. Assists in new product research of equipment and software.
6. Develops and maintains protocol that assures integrity and accuracy of data within the Sheriff's Department information systems.
7. Maintains data base files stored on the dedicated server and network. This includes jail systems, computer aided dispatch 911, Sheriff's Department records management and personnel application.
8. Performs modifications to system code as directed.
9. Recommends strategy for electronic and hard copy archival of records.
10. Develops operational and training manuals for system users.
11. Provides training to all personnel on the operation of the Sheriff's Department network system.
12. Regular attendance and punctuality required.
13. Performs related duties as may be required or assigned.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of SQL and Crystal reporting.
 Familiarity with Public Safety software.
 Ability to diagnose and take corrective action concerning computer malfunctions.
 Ability to work independently without close supervision.
 Ability to work as part of a project team with other IT professionals and other County employees.
 Ability to establish and maintain effective working relationships with co-workers and vendors.
 Ability to maintain accurate and complete records.
 Ability to analyze facts or assess situations objectively, and determine an acceptable course of action that meets departmental standards (IT and Sherriff) and client needs/desires.
 Ability to understand and effectively carry out instructions.
 Ability to organize and maintain scheduling requirements and appropriate paperwork.
 Ability to work with extremely confidential data.
 Ability to effectively teach and train others.
 Ability to function effectively and prioritize functions.
 Above average oral and written communication skills.
 Must be able to work flexible work schedule.
 Must meet Sheriff's Department security requirements.
 Must meet Dodge County Driver Qualifications.

EDUCATION AND EXPERIENCE

Bachelor of Science degree in Information Systems Management, Computer Science or related field, with a minimum of three (3) years' experience installing and maintaining PC's, network servers and LAN intranets/extranets, including internet connectivity, maintenance, and VPNs. An equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered. Knowledge of computer applications to include, but not limited to, current Windows operating systems and Microsoft Office required. Experience working with Cisco products and law enforcement information management systems desired.

WORKING CONDITIONS

Normal office environment with flexible work hour schedule.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:
 DATE:
 SUPERVISOR SIGNATURE:
 DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):
 DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION**2013 Hourly Wage Rate Range: \$24.36 - \$33.41**

JOB TITLE:	Network Technician	FLSA STATUS:	Exempt
DEPARTMENT:	IT Department	REPORTS TO:	Director
LOCATION:	Administration Building	DATE:	11/26/04
LABOR GRADE:	Dodge County Eight (8)	REVISED:	1/1/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the IT Director and in a collaborative role of providing primary assistance to the Network Administrator with secondary support to Network Analyst when directed. Responsibilities include the development, maintenance and support of the Dodge County network infrastructure and the resources to provide a stable environment and to support the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Assists with the planning and defining network configuration and overall network architecture strategy with the IT Department and Network Administrator.
2. Assists Network Administrator and IT Director with developing short and long term network migration plans consistent with County IT strategies and 3-year IT Roadmap.
3. Assists Network Administrator with providing to IT Director network initiatives for inclusion in the County 3-Year IT Roadmap, including business case development and total cost of ownership.
4. Assists the Network Administrator with all network related technical system administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, hardware and software installation, tuning and version control, and general technical support of the County's enterprise network computer system hardware and software including the Local Area Network (LAN) and Wide Area Network (WAN).
5. In the absence of the Network Administrator, administers network system resources such as application and network servers, various operating system and utility software, all data storage systems, backup hardware and software subsystems, data communications support hardware and software that connect the County system and external remote sites, portable computers, the state SNA and TCP/IP networks, and the Internet.
6. Assists the Network Administrator with overall administration and maintenance of the County's information security program.
7. Assists Network Administrator with managing the data backup system including making sure all necessary network related or based data is being backed up on a regular basis and verifying data backups are executing properly. Also responsible for managing the off-site storage and media rotation of the data backups.
8. Assists the Network Administrator to insure that the Dodge County network infrastructure, servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.
9. Assists Network Administrator and IT Director to establish desktop and server technology standards and preferred vendor pricing and contracts.
10. Collaborates with Network Analyst's on proper workstation image storage and maintenance.
11. Responsible for the network printer installation, configuration and maintenance.
12. Assists with WEB based activities and support as needed.
13. Responsible for database management software applications support including development and implementation.
14. Keeps IT Director informed on issues relating to network infrastructure in conjunction with Network Administrator's communications.
15. Regular attendance and punctuality required.
16. Performs other related duties as may be required or assigned by the IT Director.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of various network topology implementations, installations, configuration of network protocols and server platforms, and integrations of network server operating systems and client operating systems.

Knowledge of LAN and WAN implementation, project management, capacity planning, work plan preparation and version change control.

Knowledge on Internet connectivity, network security design and implementation techniques.

Knowledge of switching and router implementation and configuration.

Knowledge of SQL, Visual Basic and Access.

Ability to design and implement various WEB topologies.

Ability to work with assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.

Ability to configure and implement remote access technology.

Ability to establish and maintain effective public/employee working relationships.

Ability to work independently without close supervision.

Ability to work as part of a project with other IT professionals and other County employees.

Ability to maintain accurate and complete records.

Ability to effectively answer inquiries and challenges with tact and courtesy.

Ability to accurately interpret requests and process efficiently and expedite as quickly as possible.

Ability to communicate effectively by listening and carrying out the request or problem to a positive resolution.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to understand and effectively carry out instructions.

Ability to work under pressure and meet deadlines.

Ability to organize and maintain scheduling requirements and appropriate paperwork.

EDUCATION AND EXPERIENCE

Bachelor of Science degree with a minimum of three (3) years experience in administering network infrastructure including LAN, WAN Intranets/Extranets, Internet connectivity with experience in WEB server maintenance, VPN's, Raptor firewall and Cisco products. Computer operating systems and applications to include, but not limited to, Windows (95, 98, NT workstation, NT Server, 2000 Server, Outlook), Microsoft Office, Novell, Visio, HP Openview, Cisco Works and database management including SQL, Crystal Reporting and Access. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Normal office working environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS

EMPLOYEE SIGNATURE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

FOR HUMAN RESOURCE USE

ANALYST(S):

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

2013 Hourly Wage Rate Range: \$30.14 - \$41.33

JOB TITLE:	Systems Analyst	FLSA STATUS:	Non-Exempt
DEPARTMENT:	IT Department	REPORTS TO:	Director
LOCATION:	Administration Building	DATE:	2/12/03
LABOR GRADE:	Dodge County (11)	REVISED:	12/14/04; 7/1/11; 9/14/11, 1/1/13

OVERALL PURPOSE/SUMMARY

Under the general direction of the IT Director, and in coordination with the Support Manager and the network support staff, is responsible for the administration, maintenance and supervision of the daily operations of the iSeries IBM system and application systems. The position is responsible for managing large and potentially complex management information systems initiatives including maintenance, enhancement, implementation and ongoing support of all IBM iSeries applications.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides programming assistance and support as required for legacy COBOL applications on the AS400, JDEdwards, SQL, Visual Basic based applications, Access databases, web based applications; to include database administration, technical support, and problem resolution.
2. Provides programming support for the JD Edwards and Kronos applications and the interfaces and other programs related to them, including release management, database administration, technical support, problem resolution, and programming using RPG, JDE Worldwriter, and JDE Dreamwriter to support end user report requests.
3. Works closely with user departments to identify appropriate platforms for each application and provides consulting and advice on integrating network and IBM applications.
4. Installs and configures enhancement and version updates to the iSeries operating system and all applications residing on the iSeries.
5. Responsible for iSeries system and data backups and will work with the Network Administrator to insure this information is included in the data backup procedures.
6. Insures that the iSeries environment is up to date with the latest revisions of software and hardware firmware including all application software that resides on the iSeries.
7. Consults with user management and staff to insure that their needs are being met and assists them in their planning efforts for future management information processing services that are required to be supported on the iSeries or its applications.
8. Coordinates and manages all projects, evaluates and negotiates priorities for user requests for new services and enhancements, writes design proposals, prepares system specifications, develops cost estimates and work schedules, and evaluates change requests as it relates to the iSeries environment.
9. Establishes development priorities with the assistance of the Director and the Support Manager.
10. Assists the Director and Support Manager in developing short-term plans and proposals for the departmental strategic plan as it relates to the programming needs and management of all databases under the support of Dodge County Information Technology Department, including initiatives for inclusion in the County 3-Year IT Roadmap.
11. Assists with evaluation of replacement systems for legacy iSeries applications, including development of comparative analysis and total cost of ownership for alternatives.
12. Keeps the IT Director informed on issues relating to the iSeries environment.
13. Regular attendance, professional demeanor and punctuality required.
14. Performs other related duties as required or assigned by the IT Director.

JOB SPECIFICATION

Knowledge of JD Edwards/PeopleSoft "World" technical support, RPG, and JD Edwards/PeopleSoft tools.

Knowledge of SQL and crystal reporting.

Knowledge of Visual C++, Visual Basic, and Access programming language.

Knowledge of data processing methodologies, analysis and design techniques, and COBOL and RPG programming techniques.

Knowledge of iSeries COBOL and County legacy applications.

Knowledge of techniques used in establishing and maintaining effective working relationships.

Knowledge of project management, project estimation, work plan preparation, and project change control.

Knowledge of iSeries system administration.

Knowledge of Kronos Time Clock application.

Knowledge of structured programming techniques.

Knowledge of structured analysis and design techniques.

Knowledge of data modeling/entity modeling.

Knowledge of problem solving techniques.

Knowledge of the fundamentals of LANs.

Ability to manage projects in an effective and efficient manner.

Ability to work independently without close supervision.

Ability to work as part of a project team with other IT professionals and other County employees.

Ability to understand and effectively carry out instructions.

Ability to work under pressure and meet deadlines.

Ability to organize and maintain scheduling requirements and appropriate documentation associated with the same.

Ability to maintain accurate and complete records.

KNOWLEDGE, SKILLS, AND ABILITIES (cont.)

Ability to answer inquiries and challenges effectively with tact and courtesy.

Ability to accurately interpret requests.

Ability to communicate effectively orally and in writing.

EDUCATION AND EXPERIENCE

Bachelor of Science degree in MIS or related field. Five (5) years experience in systems design, development, and support of iSeries environment and applications (JD Edwards/PeopleSoft, KRONOS experience a plus, other languages including C++, Visual Basic, VB.Net awareness, SQL, and Access, Html or other web experience, a plus). Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

Normal office working environment.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS**FOR HUMAN RESOURCE USE**

EMPLOYEE SIGNATURE:

ANALYST(S):

DATE:

DATE:

SUPERVISOR SIGNATURE:

DATE:

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION**Wage Rates to be determined by the Human Resources and Labor Negotiations Committee**

JOB TITLE:	IT Trainer /Social Media Coordinator	FLSA STATUS:	to be determined
DEPARTMENT:	IT Department	REPORTS TO:	IT Director
LOCATION:	Administration Building	DATE:	
LABOR GRADE:	to be determined	REVISED:	
OVERALL PURPOSE/SUMMARY			
Under the general direction of the IT Director, is responsible for the implementation and daily support of Dodge County's Social Media Strategy and user training for systems of the County. This position develops brand awareness, generates inbound traffic and encourages County information availability. This role coordinates departments of the county to support their respective missions, ensuring consistency in voice and cultivating a social media referral network. In addition, this position oversees the training needs and requirements for systems County wide.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none">1. Implements the social media strategy for the County, coordinating with the department stakeholders to ensure its effectiveness and encouraging adoption of relevant social media techniques in the County culture.2. Manages County presence in social media sites including Facebook, Twitter, and other similar community sites, posting on relevant blogs and seeding content into social applications as needed.3. Coordinates content across multiple departments and across multiple platforms to ensure the County has one voice. Serves as an advocate in county social media spaces, engaging in dialogues and answering questions where appropriate.4. Provides website support on County web sites to ensure the County presence is clear and social media interfaces are working as intended.5. Monitors effective benchmarks for measuring the impact of social media programs and analyzes, reviews, and reports on the effectiveness of campaigns in order to maximize results.6. Provides social media education to staff, elected officials and the general public to better understand and encourage social media use.7. Provides basic through advanced systems education to staff and elected officials in order to achieve more effective systems utilization.8. Provides regular feedback gained from social media and website activity by monitoring the department efforts and help them to evolve their strategies in a timely fashion.9. Monitors trends in social media and website tools, trends, and applications10. Provides full back up to the Help desk as required11. Develops documentation for all systems training.12. Regular attendance and punctuality required.13. Performs other related duties as may be required or assigned by the IT Director.			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Knowledge and experience in public relations, marketing, sales, or community management. Knowledge regarding implementation of social media strategies. Demonstrates skills in directing and managing marketing programs. Demonstrates skills in managing CRM systems for web and/or social media platforms Demonstrates skill in creating and deploying a social media campaign that establishes a strong community following. Demonstrates the ability to assess, plan, prepare, research, develop and deliver computer software training to users of many levels of expertise or knowledge. Possess in-depth knowledge and understanding of social media platforms and their respective participants (Facebook, Digg, YouTube, Twitter, Flickr, etc.) and how they can be deployed in different scenarios. Has the fundamental knowledge to effectively research, establish and maintain relationships Ability to contribute to departmental and interdepartmental team projects and provide direction as needed. Ability to diagnose a situation or problem and take corrective action. Ability to work independently without close supervision. Ability to establish and maintain effective working relationships with County employees, vendors, and the general public. Must have strong project management and organizational skills Must have strong written and verbal communication skills. Ability to maintain accurate and complete records. Ability to answer inquiries and complaints effectively with tact and courtesy. Ability to accurately interpret requests and process efficiently and expeditiously. Ability to understand and effectively carry out instructions Ability to organize and maintain scheduling requirements and appropriate paperwork. Must meet the requirements of the Dodge County Driver Qualification policy.			
EDUCATION AND EXPERIENCE			
Bachelor's degree in Business Communications or related area, three (3) years of experience in overseeing projects and / or programs. Knowledge of computer applications to include, but not limited to, current Windows operating systems, social media and website CRM and Microsoft Office required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.			
WORKING CONDITIONS			
This position requires individual to work in an office setting. There will be times when travel between sites may be required..			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. This position requires the ability to lift and/or move up to 55 pounds on an occasional basis.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

Exhibit "E"

DODGE COUNTY JOB DESCRIPTION**Wage Rates to be determined by the Human Resources and Labor Negotiations Committee**

JOB TITLE:	Technical Services Lead	FLSA STATUS:	to be determined
DEPARTMENT:	IT Department	REPORTS TO:	IT Director
LOCATION:	Administration Building	DATE:	1/01/14
LABOR GRADE:	to be determined	REVISED:	
OVERALL PURPOSE/SUMMARY			
Under the general direction of the IT Director, is responsible for the daily support, installation, testing, diagnosis, repair and maintenance of desktops, printers, peripherals, client applications, audio video devices and telecommunication systems for Dodge County facilities. This leadership position provides direction to the Technical Services Specialists.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none">1. Oversees the Technical Services Specialists, supervising staff and providing direction and feedback.2. Assists the IT Director in planning and defining desktop configuration and overall architecture strategy.3. Assists the IT Director in developing short and long term migration plans consistent with County IT strategies and 5-Year Technology Plan.4. Recommends desktop and printer initiatives for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.5. Creates procedures for performing initial set-up of computer, video and telecommunication equipment including CPU, monitor, printer, phones and related hardware.6. Installs and sets parameters for client based operating systems and application software packages according to IT standards.7. Configures workstations for access to the servers, access from remote locations (including wireless devices), and accessing the Internet and Internet based applications8. Assists the Network, Database and Systems Administration with connecting computer equipment to the network, databases and systems, and schedules IT installations with Dodge County users and third party vendors.9. Diagnoses equipment malfunctions and takes corrective actions.10. Performs support functions related to audio, telecommunications and video conferencing.11. Coordinates maintenance and repair of equipment and component replacement.12. Responsible for all Tier 2 help desk issues and provide full back up to Tier 1/Help Desk when required.13. Assists in analyzing, designing, planning and building state of the art technologies/systems, tracking emerging technologies, researching new products and planning for future systems.14. Develops documentation, automation, scripts, and training for OS/application rollouts and updates.15. Regular attendance and punctuality required.16. Performs other related duties as may be required or assigned by the IT Director.			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Knowledge of leading a technology team to manage large rollouts and updates, including imaging, scripts, automation tools, project plans and test scripts. Knowledge and experience in the installation of computer hardware and network components, a good understanding of cost of ownership and best practices. Knowledge on implementation of client operating systems, suites and applications. Knowledge on Internet connectivity, network security design and implementation techniques. Ability to diagnose and take corrective action concerning computer malfunctions. Ability to work independently without close supervision. Ability to work as part of a project team with other IT professionals and other County employees. Ability to establish and maintain effective employee working relationships. Must be proficient with power and hand tools including cordless drills, digital multi-meters, cable analyzers, cabling tools and others. Must be comfortable with heights. Ability to maintain accurate and complete records. Ability to answer inquiries and complaints effectively with tact and courtesy. Ability to accurately interpret requests and process efficiently and expeditiously. Must have strong written and verbal communication skills. Ability to accurately interpret requests and make sound and accurate decisions quickly. Ability to provide outstanding customer service. Ability to create user documentation, training materials and user training. Must meet the requirements of the Dodge County Driver Qualification policy.			
EDUCATION AND EXPERIENCE			
Bachelor's of Science degree with a minimum of three (3) years of experience in installing and maintaining PC's, network servers and LAN Intranets/Extranets, including Internet connectivity, maintenance and VPNs. This position requires a minimum of (1) year experience in supervising others in a technical area. Must have cabling experience (network, cable TV, LAN, coaxial, fiber). Knowledge of computer applications to include, but not limited to, current Windows operating systems and Microsoft Office required. An equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.			
WORKING CONDITIONS			
This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. Climbing ladders, standing on roof tops and inside office building drop ceilings in accordance with telecommunications standards and NEC requirements will be required.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION

Wage Rates to be determined by the Human Resources and Labor Negotiations Committee

JOB TITLE:	Database Administrator	FLSA STATUS:	to be determined
DEPARTMENT:	IT Department	REPORTS TO:	IT Director
LOCATION:	Administration Building	DATE:	1/01/14
LABOR GRADE:	to be determined	REVISED:	

OVERALL PURPOSE/SUMMARY

Under the general direction of the IT Director, responsible for developing, maintaining and supporting the Dodge County databases and network applications to provide a secure and stable environment and to support the mission of the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Provides assistance and support as required for SQL databases, Visual Basic based applications, Access databases, web based applications; to include database administration, technical support, and problem resolution
2. Assists the IT Director in planning and defining object oriented database configuration and overall database architecture strategy.
3. Assists the IT Director in development of short and long term database migration plans consistent with County IT strategies and 5-Year Technology Plan.
4. Recommends database and application initiatives and their impact on the existing infrastructure for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.
5. Responsible for Tier 3 database/application Help Desk issues, on-call concerns and provide backup to Tier 3 systems Help Desk issues when required.
6. Responsible for database administration and maintenance, including resource capacity management and planning, security, meeting performance and support level objectives, joint hardware and software installation with the Network Administration, tuning and version control, and general technical support of the County's enterprise systems.
7. Administers database resources such as SQL, Exchange and Oracle servers, various operating systems and utility software, data storage systems, and backup/recovery operations, including disaster recovery steps to ensure full operability in the event of a disaster.
8. Responsible for overall database administration and maintenance of application security.
9. Insures that the Dodge County databases and applications, their servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.
10. Responsible for working with vendors, 3rd parties, and other agencies to ensure application and database updates, upgrades and maintenance are managed and do not cause outages or issues.
11. Responsible for providing a proper testing environment to ensure updates, upgrades or patches do not adversely affect the production of the County.
12. Assists the IT Director in establishing database standards.
13. Keeps the IT Director informed on issues relating to the applications and databases of the County or external agencies that directly affect the County.
14. Regular attendance, professional demeanor and punctuality required.
15. Performs related duties as required or assigned by the IT Director.

JOB SPECIFICATION

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge overall of database platforms, implementations, installation, configuration and integration with adjoining platforms.

Knowledge of SQL, Access, Oracle, Exchange, Citrix, File Director and Crystal Reports.

Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.

Knowledge of LAN and WAN, project management, capacity planning, work plan preparation and version change control.

Knowledge of Internet connectivity, network security design and implementation techniques.

Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.

Ability to work on assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.

Ability to establish and maintain effective public/employee working relationships.

Ability to work independently without close supervision.

Ability to work as part of a project team with other IT professionals and other County employees.

Ability to maintain accurate and complete records.

Ability to answer inquiries and complaints effectively with tact and courtesy.

Ability to accurately interpret requests and process efficiently and expeditiously.

Must have strong written and verbal communication skills.

Ability to understand and effectively carry out instructions.

Ability to work under pressure and meet deadlines.

Ability to maintain accurate and complete records.

Ability to provide outstanding customer service

Ability to create user documentation, training materials and user training

Must comply with all safety rules and regulations.

Must meet requirements of the Dodge County Driver Qualification Policy.

EDUCATION AND EXPERIENCE

Bachelor's of Science degree with a minimum of five (5) years of experience in administering Microsoft SQL databases, Exchange and network applications. MCSO certification required. Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.

WORKING CONDITIONS

This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion.

PHYSICAL DEMANDS

The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ACKNOWLEDGEMENTS	FOR HUMAN RESOURCE USE
EMPLOYEE SIGNATURE:	ANALYST(S):
DATE:	DATE:
SUPERVISOR SIGNATURE:	
DATE:	

The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).

THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.

DODGE COUNTY JOB DESCRIPTION**Wage Rates to be determined by the Human Resources and Labor Negotiations Committee**

JOB TITLE:	Network Administrator	FLSA STATUS:	to be determined
DEPARTMENT:	IT Department	REPORTS TO:	IT Director
LOCATION:	Administration Building	DATE:	2/12/03
LABOR GRADE:	to be determined	REVISED:	1/01/14
OVERALL PURPOSE/SUMMARY			
Under the general direction of the IT Director, responsible for developing, maintaining and supporting the Dodge County network infrastructure and the resources to provide a stable network environment and to support the mission of the various County departments. Is responsible for responding to all County department users inquiries in a professional and timely manner and involving other County IT resources as needed.			
PRINCIPAL DUTIES AND RESPONSIBILITIES			
<ol style="list-style-type: none">1. Assists the IT Director in planning and defining network configuration and overall network architecture strategy.2. Assists the IT Director in developing short and long term network migration plans consistent with County IT strategies and 5-Year Technology Plan.3. Recommends network initiatives for inclusion in the County 5-Year Technology Plan, including business case development and total cost of ownership.4. Responsible for Tier 3 Help Desk issues, on-call concerns and provide backup to Tier 2 Help Desk issues when required.5. Responsible for network related technical system administration and maintenance, resource capacity management and planning, security, meeting performance and support level objectives, hardware and software installation, tuning and version control, and general technical support of the County's enterprise network computer system hardware and software including the Local Area Network (LAN) and Wide Area Network (WAN).6. Administers network system resources such as application and network servers, various operating system and utility software, all data storage systems, backup hardware and software subsystems, backbone and infrastructure, Wi-Fi, data communications support hardware and software that connect the County system and external remote sites, portable computers, TCP/IP networks, and the Internet.7. Responsible for overall network administration and maintenance of the County's information security program.8. Responsible for managing the data backup system including making sure all necessary network related or based data is being backed up on a regular basis and verifying data backups are executing properly. Also responsible for ensuring steps are in place to ensure full disaster recovery.9. Insures that the Dodge County network infrastructure, servers and related subsystems provide stable, responsive and secure support for all County departments utilizing applications and data on the network.10. Assists the IT Director in establishing server technology standards.11. Keeps the IT Director informed on issues relating to the network infrastructure.12. Regular attendance, professional demeanor and punctuality required.13. Performs related duties as required or assigned by the IT Director.			
JOB SPECIFICATION			
KNOWLEDGE, SKILLS, AND ABILITIES			
Knowledge of various network topology implementations, installation, configuration and integration of network protocols and server platforms, and integration of network server operating systems and client operating systems.			
Knowledge of LAN and WAN implementation, project management, capacity planning, work plan preparation and version change control.			
Knowledge of Internet connectivity, network security design and implementation techniques.			
Must fully understand how to manage Active Directory, domains and policies. Must have a clear understanding of policy management.			
Knowledge of switching and router implementation and configuration.			
Ability to work on assignments that typically have impact on multiple groups of IT partners, involving shared use, networked and on-line processing, and complex integration requirements.			
Ability to configure and implement remote access technology.			
Ability to perform advanced programming / troubleshooting for various wireless point-to-point and point-to-multipoint equipment both locally and remotely.			
Must be proficient with power and hand tools including cordless drills, digital multi-meters, cable analyzers, cabling tools and others.			
Must be comfortable with heights.			
Ability to establish and maintain effective public/employee working relationships.			
Ability to work independently without close supervision.			
Ability to work as part of a project team with other IT professionals and other County employees.			
Ability to maintain accurate and complete records.			
Ability to effectively answer inquiries and complaints with tact and courtesy.			
Ability to accurately interpret requests and process efficiently and expeditiously.			
Must have strong written and verbal communication skills.			
Ability to understand and effectively carry out instructions.			
Ability to work under pressure and meet deadlines.			
Ability to organize and maintain scheduling requirements and appropriate paperwork.			
Must comply with all safety rules and regulations.			
Must meet requirements of the Dodge County Driver Qualification Policy.			
EDUCATION AND EXPERIENCE			
Bachelor of Science degree with a minimum of five (5) years of experience in administering network infrastructure including LAN, WAN, Intranets/Extranets, Internet connectivity with experience in physical and virtual server maintenance, VPN's, firewalls and layer 2 and 3 switching. CCNA and/or MCSE certification required. Must have cabling experience (network, cable TV, LAN, coaxial, fiber). Equivalent combination of education and experience which provides the necessary knowledge, skills and abilities may be considered.			
WORKING CONDITIONS			
This position requires individual to work in areas at times where noise level can range from moderately quiet to very loud. Position can be exposed to elements at times when installing equipment including sun, heat, rain, wind and cold. Exposure to the inmate population. This position requires the ability to lift and/or move up to 50 pounds on an occasional basis. One must be able to work in confined spaces on occasion. Climbing ladders, standing on roof tops and inside office building drop ceilings in accordance with telecommunications standards and NEC requirements will be required.			
PHYSICAL DEMANDS			
The County of Dodge is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.			
ACKNOWLEDGEMENTS		FOR HUMAN RESOURCE USE	
EMPLOYEE SIGNATURE:		ANALYST(S):	
DATE:		DATE:	
SUPERVISOR SIGNATURE:			
DATE:			
The principal duties and responsibilities shown are all essential job functions except for those indicated with an asterisk (*).			
THIS POSITION DESCRIPTION SUPERSEDES ALL PRIOR DESCRIPTIONS.			

Exhibit "H"